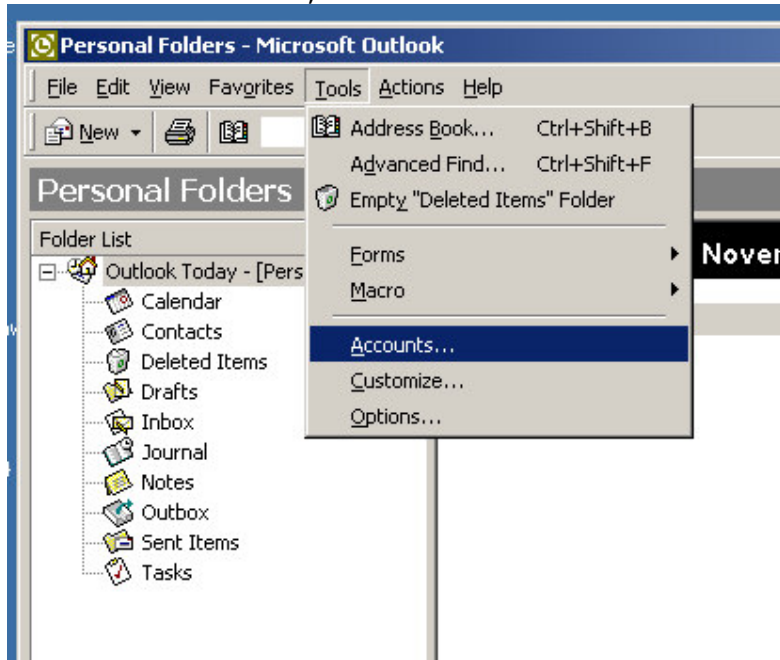


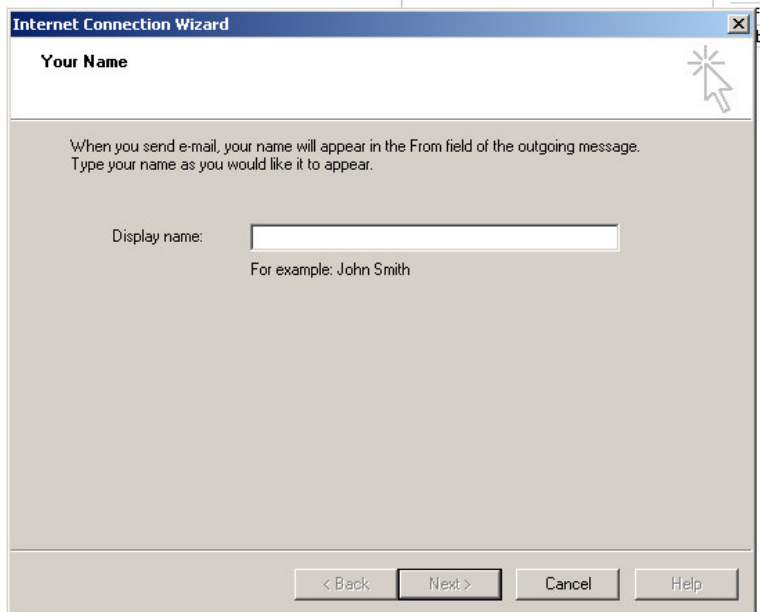
Configuring Microsoft Outlook for Hermes email

Note: this document is based on Outlook 2000. Outlook XP / 2003 may vary slightly, but most things should be roughly the same!

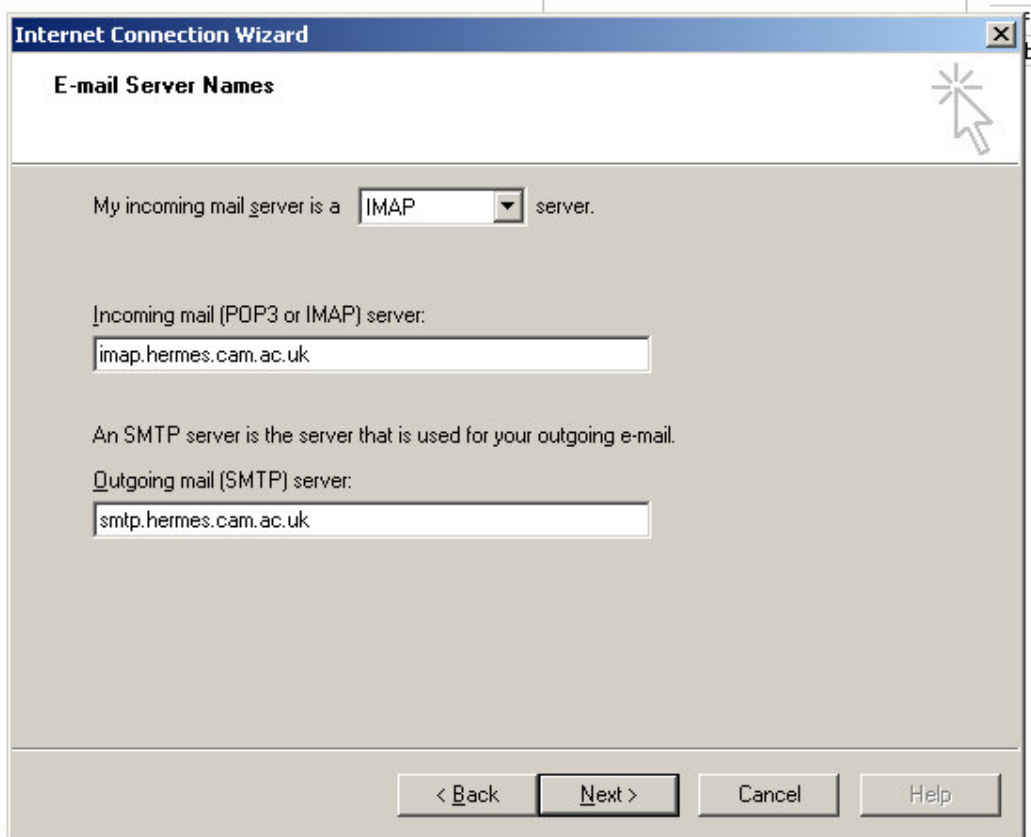
1. Open Outlook. Cancel any wizards it offers you, until you see either the Inbox, or the "Personal Folders - Outlook Today" window.
2. Go to the Tools menu, then "Accounts...":



3. Select the "Mail" tab
4. Click "Add", and choose "Mail...". The following wizard will appear:



5. Enter your name as you wish it to appear on outgoing emails, and click Next.
6. Enter your @cam email address, e.g. abc23@cam.ac.uk, and click Next.
7. Enter the following settings, ensuring that the incoming mail server type is set to "IMAP":



Incoming mail server: imap.hermes.cam.ac.uk
Outgoing mail server: smtp.hermes.cam.ac.uk

8. On the next page, enter your Hermes username and password (**without** the @cam.ac.uk bit), remembering that they are case sensitive.
9. On the final page, choose "Connect using my Local Area Network (LAN)"
10. Click Finish.
11. That should be it – if you have the Folder List visible, you will now have a group of folders called "imap.hermes.cam.ac.uk" or similar. If you expand this, you will have an Inbox (and probably some other folders). These are your Hermes folders.

Please send any comments or errors in this document to:
robert@eximius-computing.co.uk

This document produced 2004-11-21 by Robert Chipperfield